

Name: _____

Phone: _____

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.

I. LOCATION OF BUILDING

AT (LOCATION) _____

(NO.)

(STREET)

ZONING
DISTRICT _____

BETWEEN _____

(CROSS STREET)

AND _____

(CROSS STREET)

SUBDIVISION _____

LOT _____

BLOCK _____

LOT
SIZE _____

II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D

A. TYPE OF IMPROVEMENT

- 1 ☐ New building
 2 ☐ Addition (If residential, enter number of new housing units added, if any, in Part D, 13)
 3 ☐ Alteration (See 2 above)
 4 ☐ Repair, replacement
 5 ☐ Wrecking (If multifamily residential, enter number of units in building in Part D, 13)
 6 ☐ Moving (relocation)
 7 ☐ Foundation only

B. OWNERSHIP

- 8 ☐ Private (individual, corporation, nonprofit institution, etc.)
 9 ☐ Public (Federal, State, or local government)

D. PROPOSED USE - For "Wrecking" most recent use

Residential

- 12 ☐ One family
 13 ☐ Two or more family - Enter number of units - - - - -> _____
 14 ☐ Transient hotel, motel, or dormitory - Enter number of units - - - - -> _____
 15 ☐ Garage
 16 ☐ Carport
 17 ☐ Other - Specify _____

Nonresidential

- 18 ☐ Amusement, recreational
 19 ☐ Church, other religious
 20 ☐ Industrial
 21 ☐ Parking garage
 22 ☐ Service station, repair garage
 23 ☐ Hospital, institutional
 24 ☐ Office, bank, professional
 25 ☐ Public utility
 26 ☐ School, library, other educational
 27 ☐ Stores, mercantile
 28 ☐ Tanks, towers
 29 ☐ Other - Specify _____

C. COST

10. Cost of improvement.....\$
To be installed but not included in the above cost
 a. Electrical.....
 b. Plumbing.....
 c. Heating, air conditioning.....
 d. Other (elevator, etc.).....

(Omit cents)

11. TOTAL COST OF IMPROVEMENT \$

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.

E. PRINCIPAL TYPE OF FRAME

- 30 ☐ Masonry (wall bearing)
 31 ☐ Wood frame
 32 ☐ Structural steel
 33 ☐ Reinforced concrete
 34 ☐ Other - Specify _____

G. TYPE OF SEWAGE DISPOSAL

- 40 ☐ Public or private company
 41 ☐ Private (septic tank, etc.)

H. TYPE OF WATER SUPPLY

- 42 ☐ Public or private company
 43 ☐ Private (well, cistern)

J. DIMENSIONS

48. Number of stories.....
 49. Total square feet of floor area, c/ll floors, based on exterior dimensions.....
 50. Total land area, sq. ft.

K. NUMBER OF OFF-STREET PARKING SPACES

51. Enclosed.....
 52. Outdoors.....

L. RESIDENTIAL BUILDINGS ONLY

53. Number of bedrooms.....
 54. Number of bathrooms { Full.....
 Partial.....

F. PRINCIPAL TYPE OF HEATING FUEL

- 35 ☐ Gas
 36 ☐ Oil
 37 ☐ Electricity
 38 ☐ Coal
 39 ☐ Other - Specify _____

I. TYPE OF MECHANICAL

- Will there be central air conditioning?
 44 ☐ Yes 45 ☐ No
 Will there be an elevator?
 46 ☐ Yes 47 ☐ No

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

IX. SITE OR PLOT PLAN - For Applicant Use



IV. IDENTIFICATION - To be completed by all applicants

Name	Mailing address - Number, street, city, and State	ZIP code	Tel. No.
1. Owner or Lessee			
2. Contractor		Builder's License No.	
3. Architect or Engineer			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD - For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER		\$					

VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER					OTHER				

VII. VALIDATION

Building Permit number _____
 Building Permit issued _____ 19____
 Building Permit Fee \$ _____
 Certificate of Occupancy \$ _____
 Drain Tile \$ _____
 Plan Review Fee \$ _____

Approved by:

FOR DEPARTMENT USE ONLY

Use Group _____
 Fire Grading _____
 Live Loading _____
 Occupancy Load _____

TITLE

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